

**BOARD MEETING MINUTES**

**MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES**

February 21, 2008

The Mississippi Department of Information Technology Services Board met in the 4<sup>th</sup> floor Class Room of the Robert G. Clark, Jr. Building, 301 North Lamar Street, Jackson, Mississippi 39201, on Thursday, February 21, 2008, at 1:30 P.M.

**Members Present:**

Derek Gibbs, Chairman

Cecil Watkins, Vice-Chairman

Steve Adamec

John Hairston

Thomas A. Wicker

**Staff Members Present:**

David L. Litchliter, Executive Director

Martha Pemberton, ISS Division Director

Lynn Ainsworth, ISS Division Deputy Director

Karen Newman, Education Services Division Director

Claude Johnson, Strategic Services Division Director

Mitchell Bounds, Data Services Division Director

Michele Blocker, Internal Services Division Director

David Johnson, Accounting Manager

Roger Graves, Telecomm Services Division Director

Jimmy Webster, Telecomm Services Division

Bill Roach, ISS Technology Consultant

Tina Wilkins, ISS Technology Consultant

Sheila Kearney, ISS Technology Consultant

Chris Nix, ISS Technology Consultant

Ravaughn Robinson, ISS Technology Consultant

Teresa Washington, ISS Technology Consultant

Jane Woosley, ISS Technology Consultant

Melinda Simmons, ISS Technology Consultant

Cheryl Crawford, Strategic Services Division

Craig Orgeron, Strategic Services Division Deputy Director

Debra Brown, Strategic Planning Coordinator

Caren Brister, Strategic Services Division

Kevin Gray, Strategic Services Division

Mike Hatch, Data Services Division

Others Present:

Mike Mulvihill, Mississippi Department of Education

Bob Singleton, University of Mississippi Medical Center

Gayle Price, AT&T

Joe Carta, CR Software LLC

Shelton Vance, Mississippi State Tax Commission

Susan Wilks, Mississippi State Tax Commission

Cindy Moses, Mississippi State Tax Commission

Mark Hollingsead, Ciber

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Agenda Item No. 1: Derek Gibbs directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on January 17, 2008.

On motion by Steve Adamec and second by Tom Wicker that the minutes of the January 17, 2008 meeting be approved:

Motion carried; unanimously.

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Agenda Item No. 2: Cheryl Yelverton presented the evaluation and recommendation of proposals received in response to RFP No. 3545-37299 for the acquisition of a commercial off-the-shelf Collection System for the **MISSISSIPPI STATE TAX COMMISSION (MSTC)**. The staffs of ITS and MSTC jointly recommend the selection of CR Software LLC, as lowest and best vendor responding to RFP No. 3545, to provide the COTS Collection System, at a total 5-year life cycle cost not to exceed \$1,676,463.43.

On motion by Steve Adamec and second by Tom Wicker that the staff recommendation be approved:  
Motion carried; unanimously.

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Agenda Item No. 2.5: Teresa Washington presented the recommendation for Project No. 37540 submitted under the ITS Planned Purchases Procedure for Fiscal Years 2008, 2009, and 2010 by the **UNIVERSITY OF MISSISSIPPI MEDICAL CENTER (UMMC)**. The staffs of ITS and UMMC jointly recommend approval of the planned purchases request to purchase Microsoft software at a cost not-to-exceed \$1,350,000.00 during Fiscal Years 2008, 2009, and 2010.

On motion by Tom Wicker and second by Cecil Watkins that the staff recommendation be approved:

Motion carried; unanimously.

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Agenda Item No. 3: Melinda Simmons presented the recommendation for Project No. 37445 for the **MISSISSIPPI DEPARTMENT OF EDUCATION, OFFICE OF VOCATIONAL EDUCATION AND WORKFORCE DEVELOPMENT (MDE)** for the creation of an ICT/STEM EPL and delegating to the ITS Executive Director approvals for the 2008-2009 school year. The staffs of ITS and MDE jointly recommend approval for the creation of an ICT/STEM EPL for Phase II, with approval of purchases from the ICT/STEM EPL delegated to the ITS Executive Director at an amount not-to-exceed \$16,375,000.00 for the 2008-2009 school year.

On motion by John Hairston and second by Steve Adamec that the staff recommendation be approved:

Motion carried; unanimously.

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The Board acknowledged Agenda Item No. 4 regarding the summary of equipment, software and services, exemptions and sole source procurements approved by the ITS Executive Director.

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On motion by Steve Adamec and second by Tom Wicker that the following per diem and expenses be approved:

Steve Adamec - per diem and expenses for 1 day;

Board Meeting, February 21, 2008.

Derek Gibbs - per diem and expenses for 1 day;

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John Hairston - per diem and expenses for 1 day;

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Cecil Watkins - per diem and expenses for 1 day;

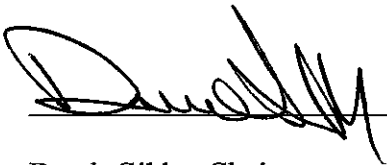
Board Meeting, February 21, 2008.

Thomas A. Wicker - per diem and expenses for 1 day;

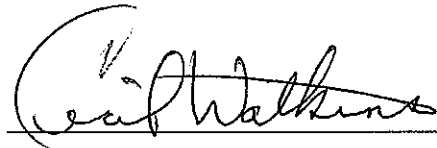
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Motion carried; unanimously.

There being no further business, the meeting was adjourned.

A handwritten signature in black ink, appearing to read "Derek Gibbs", written over a horizontal line.

Derek Gibbs, Chairman

A handwritten signature in black ink, appearing to read "Cecil Watkins", written over a horizontal line.

Cecil Watkins, Vice-Chairman